



SA Implementation Council Meeting Summary

California State Polytechnic University Pomona

Meeting Logistics

Title	SA Implementation Council
Purpose	Discuss Readiness Assessment for the CMS/PeopleSoft HRSA Version 8.0 Implementation
Date	Wednesday, November 6, 2002
Time	2:00 to 3:00 PM
Location	Building 13C
Participants	Tom Adamski, Zainab Al-Shabibi, Dr. George R. Bradshaw, Stephanie N. Doda, Carol Heins-Gonzales, Brian K. Jenkins, Rose Kukla, Melanie S. Saracco, Jane Self, and Kathleen A. Street

Agenda

Topic	Led By
Topic 1: Readiness Assessment Plan	Rose Kukla
Topic 2: Core Team Training Plan	Rose Kukla Stephanie Doda
Topic 3: Business Process Review of Current Processes	Carol Heins-Gonzales
Topic 4: Decision Matrix	Kathy Street
Topic 5: Future Meetings	Stephanie Doda

Summary of Discussion

1. Readiness Assessment Plan

Rose reminded the group that the purpose of the Readiness Assessment, besides being a requirement of the Chancellor's Office, it defines what we have ready for implementing SA. It also identifies those areas we need to work on.

Interview guides are being sent out by Karen (Registrar's Office) today. Cedar will compile the results in a matrix form. The SA council prior to going to steering committee will review issues being identified in the RA.

2. Core Team Training Plan

Due to limited training dollars, training will only be provided for those within the scope of the project.

- Training will not be used on those who are hired after implementation.
- Training provide for those with hands-on during the project.
- Cedar will review the courses listed to help identify those of most value and that are the most reasonable.
- Training will be one on one with Cedar personnel (informal training).
- Bring PeopleSoft foundation courses to campus for those core members that classes are require for (e.g. SA Overview, and Academic Structure).
- Training for the SA council (FIMs) will for the most part will be kept at the overview courses.
- Project office will coordinate registration.
- Rose to provide training matrix to Jane and Melanie.

3. Business Process Review of Current Processes

Purpose of the business process review is for the understanding of the process to be implemented. Carol needs a list of the current business processes for all functional activities per department.

- Try to use PeopleSoft terminology
- Also try to use “best guess” when defining processes.

Carol will set up appointments with all key players to set up BPR sessions (who, what, where, etc.). Functional module leads need to meet with Carol to go over processes. This will be discussed in the Core Team Meeting on November 7.

Data cleanup needs to be started. It is never too early to start this.

- Should start delegating people to do this.
- Cedar has answers as to where some of the mistakes are and the areas
- Financial Aid has to go back as far as 3 years.
- Chris Coleman with IRP is another great source.

Conversion will take place after 1st of the year.

4. Decision Matrix

Kathy concerned that issues escalated to executive sponsors without review by the SA council. Stephanie agreed to change the Project Charter to reflect a new review group called the AVP Council (subset of Steering Committee).

5. Future Meetings

Stephanie to schedule product overview session with Cedar. This is to be the second week of December in the afternoons in room 98-P2 -7. Try to avoid December 10th (Admissions/Records retreat) and December 13th (Financial Aid retreat).

Vickie and Walter planning to meet with Functional Module Leads regarding department business calendars. Rose will organize meetings

Meetings will be held from 2:00 to 3:00 pm on the 2nd Wednesday of every month. The next meeting will be December 11. The project calendar can be found at <http://www.csupomona.edu/~psp/calendar.htm> to help people stay informed.

6. Action Items

Date Initiated	Activity	Responsibility	Target Date	Status
11/6/02	1. Distribute training matrix to Jane and Melanie	Rose Kukla	11/7/02	N
11/6/02	2. Set up BPR sessions with all key players (who, what, where, etc.)	Carol Heins-Gonzales	11/27/02	N
11/6/02	3. Organize data cleanup committee and setup first meeting	Carol Heins-Gonzales	11/20/02	N
11/6/02	4. Change Project Charter to reflect new group on Decision Matrix	Stephanie Doda	11/7/02	N
11/6/02	5. Schedule SA Product Overview with Cedar consultant	Stephanie Doda	11/20/02	N
11/6/02	6. Schedule visits with departments on business process calendars	Rose Kukla	11/10/02	N

Legend: N-new, IP-in progress, P-pending, C-completed